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**OVERVIEW** 

**DUTIES** QUALIFICATIONS & EVALUATIONS

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HOW TO APPLY



Job Title: General Engineer, YD-0801-03 **Department:** Department Of Defense Agency: Office of the Secretary of Defense Job Announcement Number: OSD-10-343427

**SALARY RANGE:** 98,798.00 - 163,275.00 USD /year

Wednesday, June 16, 2010 to Thursday, July 15, **OPEN PERIOD:** 

2010

**SERIES & GRADE:** YD-0801-03

POSITION INFORMATION: Full TimeCareer/Career Conditional

3 vacancies - Alexandria, Arlington & Falls Church, **DUTY LOCATIONS:** 

WHO MAY BE CONSIDERED: US Citizens and Status Candidates

JOB SUMMARY:

DLA HUMAN RESOURCES CENTER

Department of Defense (DoD)

for

Office of the Under Secretary of Defense

Acquisition Technology & Logistics

Director Defense Research and Engineering/Director, Systems Engineering

OUSD (AT&L)/DDR&E/SE

You should use this section as a checklist for your application package. Review each document with an "X" to see if it applies to you. Include the vacancy announcement number (OSD-10-343427) on all paperwork. A complete application package for this announcement must contain the following documents:

- Occupational Questionnaire (Online Questionnaire OR OPM Form 1203-FX) (ALL APPLICANTS MUST SUBMIT. INELIGIBLE WITHOUT THIS DOCUMENT.)
- X Resume OR Optional Form 612 (ALL APPLICANTS MUST SUBMIT. INELIGIBLE WITHOUT THIS DOCUMENT.)
- X DD214 (INELIGIBLE FOR VETERANS PREFERENCE IF DD214 IS NOT PROVIDED)
- X SF-15 & Supporting Documentation (Only if claiming 10-Point Preference. Letters must be dated 1991 or later and have all required proof attached.)
- X Military Spouse Entitlement Documentation (Only if claiming it.)
- X ICTAP Entitlement Documentation (Only if claiming it.)
- X SF-50 Notification of Personnel Action (Only if applying for a Merit Promotion authority)
- X Transcripts: Required to meet basic education requirement
- X This position is covered by the National Security Personnel System (NSPS). For more on NSPS, please visit the website at http://www.cpms.osd.mil/nsps. The salary range reflected on this announcement represents the minimum and maximum rates of the associated pay band (including local market supplement pay). Management has the discretion to set pay anywhere within the range of the band. Salary will be set within the range specified in this vacancy announcement based on the complexity of work to be performed, the selectee's experience, education, training and availability of funds.

The positions covered by this vacancy announcement are scheduled to transition from the National

Go to section of this Job:

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Agency Information:

DHRC D

3990 E Broad Street

Building 306

Columbus, OH 43213-2560

USA

Questions about this job:

Cassandra AllenHoupe Phone: (614)692-2646 Email: CASSANDRA.ALLEN-HOUPE@DLA.MIL

Job Announcement Number:

OSD-10-343427

Control Number: 1942474

Security Personnel System (NSPS) to the General Schedule (GS) or an pplicable personnel system no later than January 1, 2012.

## **KEY REQUIREMENTS:**

- Must be a U.S. citizen.
- Use Print Preview for a complete copy of this announcement.
- Application materials must be received by 11:59PM EST on the closing date.
- Permanent Change of Station (PCS) costs May be authorized.
- This announcement is open to All US Citizens and Merit Promotion eligibles.
- This is a drug tested position and requires a special sensitive clearance.

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# **Additional Duty Location Info:**

3 vacancies - Alexandria, Arlington & Falls Church, VA

# If you are applying through Merit Promotion procedures, the following information applies to you:

WHO MAY BE CONSIDERED: This announcement is open to: Current or Former Permanent Civilian Federal Employees, Displaced employees (Interagency Career Transition Assistance Plan - ICTAP eligible) within the Local Commuting Area and individuals eligible for the following Special Appointing Authorities approved by the Office of Personnel Management (OPM): Veterans with a disability rating of 30% or more, Veterans Employment Opportunities Act (VEOA) Eligible Veterans and Individuals with Disabilities. (Click on the links for more information regarding eligibility for these special appointment authorities: www.opm.gov/employ/veterans/html/vetguide.asp#6 or www.opm.gov/disability.)

**Mission Statement:** The Office of the Secretary of Defense (OSD) is the principal staff element of the Secretary of Defense in the exercise of policy development, planning, resource management and program evaluation responsibilities. OSD includes the offices of the Secretary and Deputy Secretary of Defense, Under Secretaries of Defense, Deputy Chief Management Officer, Director of Defense Research and Engineering, Assistant Secretaries of Defense, General Counsel, Director of Operational Test and Evaluation, Assistants to the Secretary of Defense and Director of Administration and Management.

DDR&E is the principal staff advisor for research and engineering matters to the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD (AT&L)) and the Secretary and Deputy Secretary of Defense. The goal of DDR&E is to extend the capabilities of current war fighting systems, develop breakthrough capabilities, hedge against an uncertain future through a set of scientific and engineering options and counter strategic surprise.

The Director for Systems Engineering advises the DDR&E and USD (AT&L) on all matters pertaining to Systems Engineering; provides oversight of all major defense acquisition programs, developing and publishing systems engineering and development planning policy and guidance and approving systems engineering plans for all major defense acquisition programs. The DSE assesses the Service and Component SE and development planning capabilities, assists them in resolving shortfalls and provides an annual report to Congress on SE execution across the Department.

**Major Duties:** Provides professional engineering and management support on one of the following products lines: Rotary Wing and Unmanned Aircraft System (UAS); Missiles and Missile Defense; Space; and Communications; to the Deputy Director, Major Program Support; the Director, Systems Engineering; the Director, Defense Research and Engineering; and the Under Secretary of Defense (Acquisition, Technology, and Logistics).

Review all aspects of the systems engineering process for individually assigned weapons systems programs to ensure they are adequate to support fielding and the achievement of cost and performance goals.

Participate in Systems Engineering WIPTs, attend program and design reviews; maintain communication with Program Offices and Component counterparts; and review all program related documentation available to OSD to maintain cognizance of program's systems engineering and acquisition activities.

Work with Services on development planning efforts to Inform/Include Analysis of Alternatives study guidance, and efforts to support Material Development Decisions. Work with program managers to prepare System Engineering Plans (SEPs).

Utilize and follow DoD 5000 series instructions and other policy documents and tools

such as the Defense Acquisition Guidebook and the SEP Preparation Guide.

Manages large, multi-disciplinary teams made up of government employees, contractors, and independent consultants to perform cross-functional reviews.

Conduct non-advocate reviews (NARs) sponsored by the program offices for assigned programs. Support the chairman of the Overarching Integrated Product Team (OIPT) and secretarial for the Defense Acquisition Board (DAB) on assigned programs. Works to identify and resolve issues early and provides the Director, SE with well thought out recommendations for OIPT and DAB meetings.

#### Qualifications and Evaluations

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#### QUALIFICATIONS REQUIRED:

Basic Requirements:

1. Degree: professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

- 2. Combination of education and experience -- college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:
  - a. Professional registration -- Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.
  - b. Written Test -- Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.

Applicants who have passed the EIT examination and have completed all the requirements for either (a) a bachelor's degree in engineering technology (BET) from an accredited college of university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences, or (b) a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET) may be rated eligible for certain engineering positions at GS-5. Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology program. Applicants for positions that involve highly technical research, development, or similar functions requiring an advanced level of competence in basic science must meet the basic requirements in paragraph A.

Because of the diversity in kind and quality of BET programs, graduates of other BET programs are required to complete at least 1 year of additional education or highly technical work experience of such nature as to provide reasonable assurance of the possession of the knowledge, skills, and abilities required for professional engineering competence. The adequacy of this background must be demonstrated by passing the EIT examination.

- c. Specified academic courses -- Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.
- d. Related curriculum -- Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

To qualify, you must also possess 1 year of SPECIALIZED EXPERIENCE equivalent to the next lower pay band that equipped you with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the position to be filled. Examples of specialized experience are: Managerial experience in systems planning, research, development and engineering; knowledge of scientific, engineering, production and support processes related to weapons and systems research; extensive knowledge of OSD and military service organizations.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's (OPMs) basic qualifications requirements. See: <a href="http://main.opm.gov/qualifications/standards/group-stds/gs-prof.asp">http://main.opm.gov/qualifications/standards/group-stds/gs-prof.asp</a>, and for the Individual Occupational Requirements, see:

http://main.opm.gov/qualifications/Standards/IORs/gs0800/0800.htm and other competencies needed to perform the duties of the position as described in the MAJOR DUTIES section of this announcement. The QUALITY of experience relates to how closely or to what extent your experience, education and training are relevant to the duties and responsibilities of the announced position. Your resume must show you have the competencies necessary to successfully perform the work of the position at the appropriate level.

# Specifically you will be evaluated on the following competencies:

- 1. Expert knowledge of, and expereince working in weapons system acquisition, and program management, planning, research, development and engineering.
- 2. Knowledge of diversified professional engineering concepts, theories, and practices.
- 3. Knowledge of acquisition and systems planning and systems development.
- 4. Ability to communicate orally and in writing.
- 5. Domain knowledge

# Substitution of Education may not be used in lieu of specialized experience for this grade level.

WORK SCHEDULE: Full Time

OVERTIME: Rarely TRAVEL: Rarely

DRUG TESTING: Required

(You must successfully pass a pre-employment drug test for this position. If you decline to take the drug test, it will be considered a declination for employment.)

SECURITY REQUIREMENTS: Special Sensitive (TS/SCI Secuirity Clearance is required)

#### Other Notes:

Applicants selected from this announcement may be required to serve a one-year probationary period.

This position may be filled through means other than the competitive promotion process. This may include reassignments or repromotion of qualified eligibles.

This position is designated special sensitive as defined in DoD 5200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a pre-appointment basis. This requirement may take 120 days or longer to process.

If selected for Federal employment, you will be required to complete a "Declaration of Federal Employment," (OF-306), prior to being appointed to determine your suitability for Federal employment and to authorize a background check.

This position is subject to the DoD Drug Free Workplace Program. The selectee must test negative for the presence of illegal drugs before placement in the position, and will be subject to random drug testing thereafter. If a determination of the use of illegal drugs is confirmed in this position or other testing designated positions in OSD or WHS, non-selection or disciplinary action, up to and including removal from Federal service, may result. All tentative selectees for this position will be required to undergo a urinalysis test to screen for illegal drug use prior to appointment and periodically thereafter.

This position has been identified to relocate to Alexandria, Virginia under the provisions of the Base Realignment and Closure Commission (BRAC). This relocation is not anticipated to occur until 2011.

Incentives: Relocation expenses may be paid.

DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA) CRITICAL ACQUISITIONPOSITION REQUIREMENTS: DAWIA Level III certification in Systems Planning, Research, Development & Engineering is required for this position. Selectee must meet the following requirements for Acquisition Corps Membership or have an approved waiver prior to placement in the position. The Acquisition Corps Membership requirements are a degree in any field AND 24 semester hours of study from an accredited institution in any of the following disciplines; accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (may substitute 24semester hours in career field and 12 semester hours in DAWIA disciplines), OR 10 years acquisition experience prior to 10/1/91; AND 4 years acquisition experience and requisite training.

# **HOW YOU WILL BE EVALUATED:**

# How You Will Be Evaluated for Delegated Examining:

**ROUND 1:** This is the self-evaluation done by the applicant. Ratings will be based on responses to occupational questions in this document. **Please follow all instructions carefully. Errors or omissions may affect your score.** Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans' preference.

**ROUND 2:** This is the quality review of your experience based on the resume submitted to the Human Resources Office. If a determination is made that you have rated yourself higher than is supported by your description of experience and/or education, your rating may be dropped to 90, 80, 70, or ineligible. Points for veteran's preference will then be added to the basic rating.

## How You Will Be Evaluated for Merit Promotion:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position. If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, your score can and will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating.

#### ICTAP:

# IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN – ICTAP)

Individuals who have special priority selection rights under the ICTAP must be well qualified to receive consideration (i.e. attain a rating for 85 points or higher, not including veterans' preference points). ICTAP candidates MUST submit:

- 1. A copy of the agency reduction-in-force notice,
- 2. A copy of their most recent Performance Rating, and
- A copy of their most recent SF-50 noting current or last position held, the grade level, and the location.

More information on this program can be found in Title 5 CFR 330, Subpart G. This announcement may be used to fill any number of vacancies, from few to many, during the next 90 days.

## **VETERANS' PREFERENCE:**

Documentation intended to establish preference must be received by 11:59PM EST on the closing date, which is on Thursday, July 15, 2010. This includes DD214's, SF-15's (and the required supporting documentation listed on the back of the form). The Department of Veterans Affairs documentation must contain an **overall rating**, dated 1991 or later. The official documentation from a branch of the Armed Forces must certify to the present existence of the veteran's service-connected disability. If applying on-line, please fax or mail this important documentation.

Information on veterans' preference and other veteran entitlements can be found in the VetInfo Guide <a href="http://www.opm.gov/employ/veterans/html/getsinfo.asp">http://www.opm.gov/employ/veterans/html/getsinfo.asp</a>

#### **MILITARY SPOUSE PREFERENCE:**

If claiming Military Spouse Preference, mail or fax the following required documentation by the closing date of the announcement.

- Copy of the sponsor's permanent change of station orders showing the spouse as an authorized dependent;
- 2. Date of marriage to the military sponsor;
- 3. Statement that the spouse preference is requested for this vacancy and has not previously been used to obtain a position in the commuting area.

Information can be obtained from the following website:

http://www.hr.dla.mil/downloads/onjams/military\_spouse\_preference\_info\_sheet.pdf or http://edocket.access.gpo.gov/2009/pdf/E9-19340.pdf.

#### **SELECTIVE SERVICE:**

MALE APPLICANTS BORN AFTER 12/31/1959 must certify prior to job offer that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

#### **REEMPLOYED ANNUITANTS:**

The Department of Defense (DoD) policy on employment of annuitants issued December 10, 2008 will be used in determining eligibility of annuitants. The DoD policy is available on: <a href="http://www.cpms.osd.mil/fas/staffing/pdf/rem\_ann.pdf">http://www.cpms.osd.mil/fas/staffing/pdf/rem\_ann.pdf</a>

## Benefits and Other Info

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## **BENEFITS**:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pretax dollars. For additional information visit: https://www.fsafeds.com/fsafeds/index.asp

**Health Insurance** - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: http://www.opm.gov/insure/health/index.asp

**Leave** - Most Federal employees earn both annual and sick leave. For additional information visit: <a href="http://www.opm.gov/oca/leavel/index.asp">http://www.opm.gov/oca/leavel/index.asp</a>

**Life Insurance -** The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <a href="http://www.opm.gov/insure/life/index.asp">http://www.opm.gov/insure/life/index.asp</a>

**Long Term Care Insurance -** The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <a href="http://www.ltcfeds.com/">http://www.ltcfeds.com/</a>

**Retirement Program -** Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, and Thrift Savings Plan. For additional information visit: <a href="http://www.opm.gov/retire/index.asp">http://www.opm.gov/retire/index.asp</a>

This link provides an overview of the benefits currently offered to Federal employees.

## **OTHER INFORMATION:**

This position is covered by the National Security Personnel System (NSPS). For more on NSPS, please visit the website at http://www.cpms.osd.mil/nsps. The salary range reflected on this announcement represents the minimum and maximum rates of the associated pay band (including local market supplement pay). Management has the discretion to set pay anywhere within the range of the band. Salary will be set within the range specified in this vacancy announcement based on the complexity of work to be performed, the selectee's experience, education, training and availability of funds.

The positions covered by this vacancy announcement are scheduled to transition from the National Security Personnel System (NSPS) to the General Schedule (GS) or an pplicable personnel system no later than January 1, 2012.

Employees hired into an NSPS position after July 1st will be ineligible for the performance payout for the current appraisal period. These employees will not have served the required 90-day time period under their NSPS performance plan to be eligible for a performance based payout under NSPS.

This announcement may be used to fill additional vacancies with various security clearances during the next 90 days. This could result in a few or many vacancies being from this announcement.

Position(s) may be filled by displaced Department of Defense (DoD) employees through the Priority Placement Program.

Your application cannot be processed without the questionnaire and a resume. The questionnaire is your self-certification. Your resume is used for the qualifications review/verification process. The following procedures will be followed:

If you submit a resume but no questionnaire, you cannot be considered for the position. Your application will be appropriately documented and you will be removed from competition before Round 2.

If you submit a questionnaire but no resume, you cannot be considered for the position. Your application will be appropriately documented and you will be removed from competition before Round 2.

NOTE: Responses to the questions in this announcement must be submitted on an OPM Form 1203-FX. This may be done electronically, via email or regular mail. If you write the responses on a copy of this announcement and submit it in place of the OPM Form 1203-FX, you cannot be considered for this position.

REGARDING INTERVIEWS: Interviews may be required for this position. Accommodations may be made to conduct telephonic interviews to preclude travel hardships for applicants. NOTE: Declining to be interviewed or failure to report for a scheduled interview will be considered as a declination for further consideration for employment.

In accordance with 5 CFR 2635.704, applications will not be accepted in a postage paid government envelope.

Questions concerning this announcement should be directed to:

Cassandra AllenHoupe (614)692-2646 Fax: (478) 757-3144 TDD: 800-654-5984 CASSANDRA.ALLEN-HOUPE@DLA.MIL

# **How To Apply**

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#### **HOW TO APPLY:**

To apply for this position, you must provide a complete Application Package, which includes the following parts:

- 1. Assessment Questionnaire,
- Résumé
- Required Documents (Specified in the Required Documents section of this job announcement. An applicant may not be considered if proper documentation is not received.)

Use Application Manager for convenience and quickest processing. Track your progress to a Complete Application Package using the My Application Packages checklist and status displays in Application Manager. Your Application Package status must be Complete by Thursday, July 15, 2010,the closing date of this announcement.

# Option A: Application Manager (preferred method)

To begin, choose one of these options:

1. If your résumé is going to come from the USAJOBS Resume Builder, you begin the

- process by clicking the Apply Online button near the bottom of this page. Your résumé will be attached only to the Application Package you complete and Submit immediately after you click the Apply Online button for this job announcement, not to any Application Packages you may already have created.
- 2. If your résumé is going to be one you prepared outside of USAJOBS Résumé Builder, click this link to begin the process:Online Questionnaire

To return to Application Manager at any time, simply go to <a href="https://applicationmanager.gov/">https://applicationmanager.gov/</a>

# Option B: Fax

If it is not possible for you to use Application Manager (you have a disability or do not have access to the internet), you can write your answers on paper. Follow these steps:

- 1. Print a copy of this job announcement so that you can read the questions offline.
- Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL <a href="http://www.opm.gov/Forms/pdf">http://www.opm.gov/Forms/pdf</a> fill/OPM1203fx.pdf or by calling USAJOBS by Phone at (703) 724-1850; after the introduction, press 1, and listen for instructions.
- 3. You may submit the Form 1203-FX (hard copy questionnaire), resume, and/or any supporting documents by fax.
  - If you are faxing a Form 1203-FX, do not use a separate cover sheet.
     Simply make sure the Form 1203-FX is on top of any other documents you are faxing.
  - . If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- http://staffing.opm.gov/pdf/usascover.pdf -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.
  - If you do not have access to the internet or have other concerns please contact our Teamline or Cassandra AllenHoupe at (614)692-2646 or email CASSANDRA.ALLEN-HOUPE@DLA.MIL for further assistance.
     KS343427

#### **REQUIRED DOCUMENTS:**

- Resume
- Transcripts
- Veterans Preference Documentation (if applicable)
- Miscellaneous (ICTAP, SF-50, and Military Spouse documentation, if applicable)
- Assessment Questionnaire

To submit the documents requested follow the instructions below. Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written form you choose to describe your job-related qualifications can be submitted electronically through the document upload process, fax, or mail. Please ensure that your resume contains your full name, address, phone, and at least the last four digits of your social security number.

NOTE: Please ensure that your resume contains the basic information outlined under the Applying for a Federal Job link: <a href="http://www.gpo.gov/careers/pdfs/of0510.pdf">http://www.gpo.gov/careers/pdfs/of0510.pdf</a>

This position is open to all US Citizens and Merit Promotion eligibles. You may apply under both merit promotion and open-competitive procedures; however, you must meet the requirements for one of the following categories to apply as a Merit Promotion eligible. Also, please note the required supporting documentation required per category.

<u>Please note:</u> You must submit your supplemental documents <u>regardless</u> as to whether you have applied to an announcement in the past or not. We <u>will not</u> use supplemental documentation from another announcement; therefore, you must resubmit each time you apply.

#### Veterans:

- Veterans' Readjustment Appointment (VRA) eligible or Veterans Employment Opportunities Act (VEOA) of 1998 eligible: You are required to submit DD Form 214, Military Discharge (Member Copy 4).
- **Disabled Veterans:** You are required to submit DD Form 214, Military Discharge (Member Copy 4), a completed SF-15, Claim for 10-Point Veteran Preference, AND a letter from the Department of Veteran's

Affairs certifying an OVERALL SERVICE-CONNECTED DISABILITY of 30% or more. The OVERALL rating must be identified on your certification letter.

- Future Military Retirees\*: You are required to submit a copy of your retirement DD214 or a copy of your retirement letter <u>AND</u> a copy of your terminal leave request.
- Future Military Separatees\*: You are required to submit a copy of your most recent DD214 and/or a copy of your most recent active duty orders AND a copy of your terminal leave request (if applicable).
  - \* Applicants must be qualified and eligible by the closing date of a job opportunity announcement. Active duty military members are not eligible for appointment unless currently on terminal leave.

**Current Permanent Federal Employee:** You are required to submit a copy of your most recent Notification of Personnel Action (SF-50) showing your current Pay Plan/Pay Schedule, Series/Occupational Code, and Grade/Pay Band. If you are a current temporary/term employee who previously held a permanent Federal position see below.

**Former Permanent Federal Employee:** You are required to submit a copy of the most recent SF-50, which shows your appointment eligibility for the position for which you are applying. Your tenure in Block #24 of the SF-50 will be 1 if you attained career status OR Block #24 will be 2 if you were a career-conditional employee.

**Applicant with Disability(ies):** You are required to submit proof of disability in the form of written certification from a licensed medical professional, OR a licensed vocational rehabilitation specialist, OR any Federal agency, State agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.

Interagency Career Transition Assistance Program (ICTAP) Eligible: You are required to submit a copy of your reduction-in-force notice and a copy of your most recent SF-50 showing your current pay plan/pay schedule, series/occupational code, grade/pay band, and duty location. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85 or above on the rating criteria for this position.

**Military Spouse Preference:** You are required to submit a copy of your most recent SF-50 and a copy of your Military sponsor's PCS orders.

Interchange Agreement: You are required to submit a copy of your most recent SF-50 (or equivalent) providing information pertinent to your appointment eligibility for the position for which you are applying.

**Overseas Family Member Appointment:** You are required to submit a copy of your sponsor's PCS orders.

Former Overseas Family Members Eligible for Career-Conditional Appointment under E.O.12721: You are required to submit a copy of your SF-50(s) and sponsors PCS orders.

#### **AGENCY CONTACT INFO:**

Cassandra AllenHoupe Phone: (614)692-2646 Email: CASSANDRA.ALLEN-HOUPE@DLA.MIL Agency Information: DHRC D 3990 E Broad Street Building 306 Columbus, OH 43213-2560 USA

# WHAT TO EXPECT NEXT:

Once the online questionnaire is received, you will receive an acknowledgement via email that your submission was successful. Approximately 45 days following the closing date of the announcement, you will receive a notice of rating with the final disposition of your resume. To protect your privacy, scores of resumes are not provided by phone.

To check the status of your application, please check Application Manager. Go to

## http://applicationmanager.gov

# Social Security Number

## Vacancy Identification Number

The Vacancy Identification Number is: KS343427

## 1. Title of Job

General Engineer, YD-0801-03

#### 2. Biographic Data

# 3. E-Mail Address

#### 4. Work Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

## 5. Employment Availability

If you are applying by the OPM Form 1203-FX, leave this section blank.

## 6. Citizenship

Are you a citizen of the United States?

#### 7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### 8. Other Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

# 9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

## 10. Lowest Grade

03

#### 11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

# 12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### 13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### 14. Veteran Preference Claim

# 15. Dates of Active Duty - Military Service

## 16. Availability Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

# 17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

# 18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

# 19. Job Preference

If you are applying by the OPM Form 1203-FX, leave this section blank.

# 20. Occupational Specialties

Merit Definition: All Current Appointable Federal Employees; Interagency Career Transition Assistance Program (ICTAP) Eligibles; Veterans Employment Opportunities Act (VEOA) of 1998 Eligibles; Reinstatement Eligibles; and applicants with disabilities seeking employment under Special Appointing Authorities approved by OPM (reference OPM Web Site: <a href="www.opm.gov/disability">www.opm.gov/disability</a>; for eligibility requirements for disabled veterans reference: <a href="www.opm.gov/veterans/html/vetquide.asp">www.opm.gov/veterans/html/vetquide.asp</a>)

Public Definition: All US Citizens may apply

Instructions: By reading the definitions above please indicate if you wish to be considered Merit, Public or Both. Please check the appropriate box(es). 001 DEU 002 Merit

#### 21. Geographic Availability

1440 Alexandria, Arlington & Falls Church, VA

#### 22. Transition Assistance Plan

#### 23. Job Related Experience

#### 24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

# 25. Occupational/Assessment Questions:

1. The purpose of this question is to determine your eligibility to meet the minimum qualifications required for this position.

Please select only one answer, which should also be the answer that best describes your experience and/or education level. Failure to answer this question will remove your name from further consideration for this position.

A. I have at least one year of specialized experience equivalent to the next lower level that has given me the knowledge, skills, and ability to perform this position. Some examples of my experience include, but are not limited to: Provides professional engineering and management support; review all aspects of the systems engineering process for individually assigned weapons systems programs; attend program and design reviews; maintain communication with Program Offices and Component Counterparts and review all program related documentation.

B. My experience is not reflected in the statements listed above.

2. This next question will be used to determine if you meet the basic education requirement for this position. Please select the answer that best fits your personal situation. Failure to answer this question will remove your name from further consideration for this position.

A. I have earned a Bachelor's degree in professional engineering. The curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics. B. Combination of education and experience -- college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following: Professional registration -- Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions. OR Written Test -- Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.

C. Applicants who have passed the EIT examination and have completed all the requirements for either (a) a bachelor's degree in engineering technology (BET) from an accredited college of university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences, or (b) a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET) may be rated eligible for certain engineering positions at GS-5. Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology program. Applicants for positions

that involve highly technical research, development, or similar functions requiring an advanced level of competence in basic science must meet the basic requirements in paragraph A.

D. My education and/or experience is not reflected in the statements above.

3. I have expert knowledge of, and extensive experience working in weapon system acquisition, and program management, planning, research, development and engineering.

Knowledge of diversified professional engineering concepts, theories, and practices. For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

- A- I have not had education, training or experience in performing this task.
- B- I have had education or training in performing the task, but have not yet performed it on the job.
- C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.
- 4. Planning, administration, review, implementation and execution of professional engineering policies, procedures and directives.
- 5. Plan, develop and issue directives, policies and procedures for programs.
- 6. Analyze problems, conduct research, summarize results, and make appropriate recommendations.
- 7. Adapts and applies methods and techniques of related system engineering.
- 8. Organizes, analyzes, interprets and evaluates scientific data in the solution of system engineering problems.
- 9. Work with program managers to prepare System Engineering Plans (SEPs) to document technical planning and management approaches.
- 10. Knowledge and familiarity of systems acquisition processes, policies and procedures.
- 11. Experience in weapon system acquisition, related to production, and field support.
- 12. Review systems and programs in order to achieve cost and performance goals.
- 13. Knowledge of weapon systems acquisition, requirements generation and operations in relation to OSD or other DOD military organizations.
- 14. Conceive, plan and lead assessments of weapons systems and other programs to shape technical planning and management.
- 15. Uses originality and inventiveness in conceiving, developing, following, concluding, and reporting assessment findings of problems and projects.
- 16. Presents independent assessments to executive level forums attended by political appointees and career SES leaders.
- 17. Articulate findings and recommendations with sufficient clarity, force and technical acumen to ensure participants fully understand.
- 18. Able to manage and communicate effectively with teams of individuals.
- 19. Reconciles diverse viewpoints and resolves controversial issues.
- 20. Manages the organizational interactions with customers from a strategic standpoint.
- 21. Establish and maintain relationships with key individuals/groups outside immediate work unit.
- 22. Works with customers at senior management levels to resolve problems affecting program/projects and to stimulate customer alliances for support.
- 23. Product line expertise in one or more of the following weapons systems design, development, and/or verification areas: rotary wing, fixed wing, unmanned aerial systems, space, missiles, missile defense, communication systems.
- 24. Program office experience, or center directly supporting program office in engineering design and development.

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